

**EVELINE TOWNSHIP**  
**CHARLEVOIX COUNTY, MICHIGAN**

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**FINANCIAL STATEMENTS**  
**AND OTHER FINANCIAL INFORMATION**  
**for the year ended June 30, 2003**

**MASON & KAMMERMANN, P.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
**CHARLEVOIX, MICHIGAN**

## AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name EVELINE TOWNSHIP	County CHARLEVOIX
Audit Date JUNE 30, 2003	Opinion Date SEPTEMBER 24, 2003	Date Accountant Report Submitted to State: DECEMBER 9, 2003	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan*, as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☒ yes ☐ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

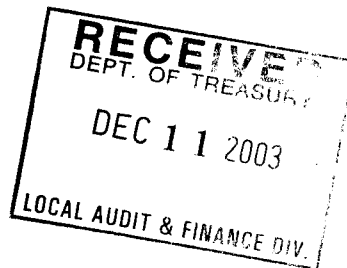
	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) MASON & KAMMERMAN, P.C.			
Street Address 110 PARK AVENUE	City CHARLEVOIX	State MT	ZIP 49720
Accountant Signature <i>[Signature]</i>			

MASON & KAMMERMANN, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

HUGH E. MASON  
VELDA K. KAMMERMANN

110 Park Avenue  
Charlevoix, Michigan 49720  
Telephone (231) 547-4911  
Facsimile (231) 547-5911



September 9, 2003

To the Board of Directors of  
Eveline Township:

In planning and performing our audit of the financial statements of Eveline Township for the year ended June 30, 2003, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control. However, we noted certain matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect Eveline Township's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that errors or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of internal control would not necessarily disclose all matters in internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the following reportable conditions that we believe to be material weaknesses.

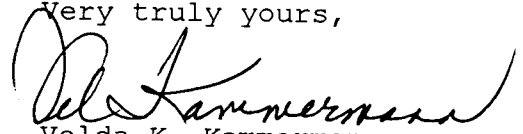
Tax collections are to be remitted within ten business days after the first and fifteenth of each month until settlement with the County Treasurer. The Township has been delinquent in distributing tax revenues that were collected for other governmental units.

Cash deposits should be made at least on a weekly basis to safeguard collections received by the Township. Monies collected were not deposited in a timely manner.

Eveline Township  
September 9, 2003  
Page 2

This report is intended solely for the information and use of the Board of Directors, management, and others within the administration and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Velda K. Kammermann

VKK/jgc

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MASON & KAMMERMANN, P.C.  
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September 24, 2003

INDEPENDENT AUDITOR'S REPORT

To the Township Board of  
Eveline Township:

We have audited the accompanying general purpose financial statements of Eveline Township as of and for the year ended June 30, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of Eveline Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Eveline Township as of June 30, 2003, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund and account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of Eveline Township. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Mason & Kammermann, P.C.*

EVELINE TOWNSHIP  
ALL FUND TYPES AND ACCOUNT GROUP  
COMBINED BALANCE SHEET  
as of June 30, 2003

	<u>GOVERNMENTAL FUND TYPES</u>		<u>FIDUCIARY FUND TYPE</u>
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>AGENCY</u>
<b>ASSETS</b>			
Cash in bank	\$304,737	\$ -	\$74,709
Cash in bank, restricted	7,518	-	-
Investments	80,672	160,853	-
Due from other funds	81,690	-	-
Fixed assets	-	-	-
Total assets	<u>\$474,617</u>	<u>\$160,853</u>	<u>\$74,709</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 45,459	\$ -	\$ -
Due to other funds	-	6,981	74,709
Total liabilities	45,459	6,981	74,709
<b>FUND EQUITY</b>			
Investment in general fixed assets	-	-	-
Fund balance, undesignated	421,640	153,872	-
Fund balance, designated for sewer system	7,518	-	-
Total fund equity	<u>429,158</u>	<u>153,872</u>	<u>-</u>
Total liabilities and fund equity	<u>\$474,617</u>	<u>\$160,853</u>	<u>\$74,709</u>

The accompanying notes are part of the financial statements.

ACCOUNT GROUP	
GENERAL FIXED ASSETS	TOTALS (MEMORANDUM ONLY)
\$ -	\$379,446
-	7,518
-	241,525
-	81,690
<u>122,334</u>	<u>122,334</u>
<u>\$122,334</u>	<u>\$832,513</u>
-	\$ 45,459
-	<u>81,690</u>
-	127,149
122,334	122,334
-	575,512
-	<u>7,518</u>
<u>122,334</u>	<u>705,364</u>
<u>\$122,334</u>	<u>\$832,513</u>



EVELINE TOWNSHIP

ALL GOVERNMENT FUND TYPES

COMBINED STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES

for the year ended June 30, 2003

	GENERAL FUND		
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/ (UNDER) BUDGET</u>
Revenues:			
Property taxes	\$155,037	\$154,069	\$ (968)
Licenses and permits	6,000	8,625	2,625
Intergovernmental	100,000	112,601	12,601
Miscellaneous	<u>68,500</u>	<u>71,943</u>	<u>3,443</u>
Total revenues	329,537	347,238	17,701
Expenditures:			
General government	217,238	180,932	(36,306)
Public safety	103,500	81,843	(21,657)
Highways and streets	<u>300,000</u>	<u>21,145</u>	<u>(278,855)</u>
Total expenditures	<u>620,738</u>	<u>283,920</u>	<u>(336,818)</u>
Excess (deficiency) of revenues over expenditures	(291,201)	63,318	354,519
Fund Balance, July 1, 2002	<u>358,322</u>	<u>358,322</u>	<u>-</u>
Fund Balance, June 30, 2003	<u>\$ 67,121</u>	<u>\$421,640</u>	<u>\$ 354,519</u>

The accompanying notes are a part of the financial statements.

SPECIAL REVENUE FUND

<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/ (UNDER)</u> <u>BUDGET</u>
\$ 163,294	\$163,212	\$ (82)
-	-	-
-	-	-
<u>-</u>	<u>832</u>	<u>832</u>
163,294	164,044	750
-	-	-
-	-	-
<u>304,673</u>	<u>159,382</u>	<u>145,291</u>
<u>304,673</u>	<u>159,382</u>	<u>145,291</u>
(141,379)	4,662	146,041
<u>149,210</u>	<u>149,210</u>	<u>-</u>
<u>\$ 7,831</u>	<u>\$153,872</u>	<u>\$146,041</u>

EVELINE TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

for the year ended June 30, 2003

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(1) Summary of Significant Accounting Policies

The accounting policies of Eveline Township conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

A. Basis of Presentation - Fund Accounting

The accounts of the Township are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds and account group are described as follows:

GOVERNMENTAL FUND

General Fund - The General Fund is the general operating fund of the Township. It is used to account for all financial resources except those required to be accounted for in another fund.

SPECIAL REVENUE FUND

Road Fund - The Road Fund is used to account for the proceeds of tax revenues that are restricted to expenditures for roads.

FIDUCIARY FUND

Agency Fund - The Agency Fund is used to account for assets held as an agent for other governmental units and funds. The Agency Fund is custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

ACCOUNT GROUP

The account group is used to account for fixed assets which are not reported in the respective governmental fund.

B. Modified Accrual Basis of Accounting

The Township uses the modified accrual basis of accounting for governmental fund types and the Agency Fund. The modified accrual basis of accounting recognizes revenues when both "measurable and available." Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Also, under the modified accrual basis of accounting, expenditures are recorded when the related fund liability is incurred.

EVELINE TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

for the year ended June 30, 2003

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(1) Summary of Significant Accounting Policies (Continued)

B. Modified Accrual Basis of Accounting (Continued)

Major revenue sources susceptible to accrual include: property taxes, intergovernmental revenues and investment income. Property tax information is provided in Note 2.

C. Fixed Assets

Fixed assets used in governmental fund type operations are usually accounted for in a General Fixed Assets Account Group rather than in governmental funds. No depreciation has been provided on general fixed assets. The account group is not a fund. It is concerned only with the measurement of financial position. It is not involved with the measurement of results of operations. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

D. Budgets and Budgetary Accounting

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to June 15, the Township Board submits proposed operating budgets for the fiscal year commencing the following July 1. The operating budgets include proposed expenditures and the means of financing them, for the General and Special Revenue Funds.
2. Public hearings are conducted at the Township Hall to obtain taxpayer comments.
3. Prior to June 30, the budget is legally enacted.
4. The Treasurer is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the Township Board.
5. Formal budgetary integration is employed as a management control device during the year for the General and Special Revenue Funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles.

Budgeted amounts are as originally adopted, or as amended by the Township Board. Individual amendments were not material in relation to the original appropriations. All budget appropriations lapse at year end.

EVELINE TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

for the year ended June 30, 2003

(1) Summary of Significant Accounting Policies (Continued)

E. Total Columns on Combined Statements

Total columns on the Combined Statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operation, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

F. Use of Estimates

This presentation of financial statements in conformity with the modified cash basis of accounting requires the Township to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of receipts and disbursements during the reporting period. Actual results could differ from those estimates.

(2) Property Tax

Property taxes are levied on July first and December first and are payable by September fourteenth and February fourteenth. Property tax revenues are recognized when levied.

The Township levied .943 mill for general operations and 1 mill for roads on a state taxable valuation of \$163,294,354 on the 2002 tax roll.

The Township also bills and collects taxes for other governmental units, which are accounted for in the Agency Fund.

(3) Cash and Investments

Cash deposits and investments are recorded at cost which approximates market value. The Township has a policy to invest funds in excess of current needs with local federally insured financial institutions.

The Governmental Accounting Standards Board Statement No. 3 risk disclosures for the Township's cash deposits are as follows:

Insured (FDIC)	\$274,709
Uninsured	<u>353,780</u>
Total	<u>\$628,489</u>

EVELINE TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

for the year ended June 30, 2003

(4) Interfund Receivables and Payables

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
General Fund	\$81,690	\$ -
Agency Fund	-	74,709
Road Fund	-	<u>6,981</u>
Totals	<u>\$81,690</u>	<u>\$81,690</u>

(5) Cash Restricted for Sewer System

In accordance with Act 451, the Township has entered into an agreement to assume responsibility for the operation and maintenance of a privately owned public sewer system, if the owners' association should fail to do so. Cash totaling \$7,518 has been restricted for this purpose.

(6) Risk Management

The District is exposed to various risks of loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the District carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

(7) Commitments and Contingencies

The Township has approved a contract for road improvements totaling \$103,686.

Eveline Township is a defendant in a lawsuit regarding a zoning dispute. The Township believes that any liability that may ultimately result from this matter will not have a material adverse effect on the financial condition of the Township.

## EVELINE TOWNSHIP

## GENERAL FUND

## STATEMENT OF REVENUES

for the year ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/ (UNDER)</u> <u>BUDGET</u>
Property taxes	\$155,037	\$154,069	\$ (968)
Licenses and permits, Zoning Fees	6,000	8,625	2,625
Intergovernmental, State revenue sharing	100,000	112,601	12,601
Miscellaneous:			
Administrative and collection fees	50,000	55,837	5,837
Interest	17,000	15,035	(1,965)
Cemetery lots	500	300	(200)
Other	<u>1,000</u>	<u>771</u>	<u>(229)</u>
Total miscellaneous	<u>68,500</u>	<u>71,943</u>	<u>3,443</u>
Total revenues	<u>\$329,537</u>	<u>\$347,238</u>	<u>\$ 17,701</u>

## EVELINE TOWNSHIP

## GENERAL FUND

## STATEMENT OF EXPENDITURES

for the year ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/(UNDER)</u> <u>BUDGET</u>
General Government:			
Township Board:			
Wages	\$ 5,000	\$ 12,072	\$ 7,072
Payroll taxes	20,000	6,952	(13,048)
Supplies	1,500	637	(863)
Dues and membership	2,500	2,711	211
Professional services	17,000	11,453	(5,547)
Printing and advertising	2,000	3,359	1,359
Travel	500	637	137
Township clean-up	16,000	17,385	1,385
Other	<u>2,700</u>	<u>755</u>	<u>(1,945)</u>
	<u>67,200</u>	<u>55,961</u>	<u>(11,239)</u>
Supervisor:			
Wages	13,500	13,200	(300)
Supplies	400	233	(167)
Travel	800	513	(287)
Other	1,900	1,389	(511)
Capital outlay	<u>1,000</u>	<u>-</u>	<u>(1,000)</u>
	<u>17,600</u>	<u>15,335</u>	<u>(2,265)</u>
Elections:			
Wages	4,200	1,473	(2,727)
Printing	700	1,207	507
Travel	100	686	586
Other	<u>1,000</u>	<u>764</u>	<u>(236)</u>
	<u>6,000</u>	<u>4,130</u>	<u>(1,870)</u>
Assessor:			
Wages	20,000	20,000	-
Professional services	2,000	1,153	(847)
Supplies	1,600	740	(860)
Travel	1,050	1,026	(24)
Other	2,800	2,545	(255)
Capital outlay	<u>100</u>	<u>-</u>	<u>(100)</u>
	<u>27,550</u>	<u>25,464</u>	<u>(2,086)</u>

(Continued)



## EVELINE TOWNSHIP

## GENERAL FUND

## STATEMENT OF EXPENDITURES

for the year ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/ (UNDER)</u> <u>BUDGET</u>
General Government: (Continued)			
Clerk:			
Wages	\$ 14,300	\$ 13,000	\$ (1,300)
Supplies	800	1,349	549
Educational meetings	600	420	(180)
Mileage/travel	200	267	67
Other	1,400	903	(497)
Capital outlay	<u>100</u>	<u>-</u>	<u>(100)</u>
	<u>17,400</u>	<u>15,939</u>	<u>(1,461)</u>
Board of Review:			
Wages	1,000	1,290	290
Printing and advertising	500	367	(133)
Other	<u>700</u>	<u>525</u>	<u>(175)</u>
	<u>2,200</u>	<u>2,182</u>	<u>(18)</u>
Treasurer:			
Wages	15,600	14,638	(962)
Supplies	2,000	3,318	1,318
Repair and maintenance	200	-	(200)
Professional services	300	-	(300)
Printing	1,000	712	(288)
Other	1,800	1,564	(236)
Capital outlay	<u>100</u>	<u>250</u>	<u>150</u>
	<u>21,000</u>	<u>20,482</u>	<u>(518)</u>
Zoning Administrator:			
Wages	9,500	9,750	250
Appeals board	3,500	4,440	940
Travel	1,000	517	(483)
Supplies	300	360	60
Educational meetings	1,000	1,065	65
Other	<u>1,700</u>	<u>94</u>	<u>(1,606)</u>
	<u>17,000</u>	<u>16,226</u>	<u>(774)</u>
Township Hall:			
Supplies	100	25	(75)
Repair and maintenance	1,000	417	(583)
Utilities	1,300	724	(576)
Other	<u>300</u>	<u>191</u>	<u>(109)</u>
	<u>2,700</u>	<u>1,357</u>	<u>(1,343)</u>

(Continued)

## EVELINE TOWNSHIP

## GENERAL FUND

## STATEMENT OF EXPENDITURES

for the year ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/(UNDER)</u> <u>BUDGET</u>
General Government: (Continued)			
Cemetery:			
Wages	\$ 200	\$ 40	\$ (160)
Other	400	85	(315)
Capital outlay	<u>100</u>	<u>-</u>	<u>(100)</u>
	<u>700</u>	<u>125</u>	<u>(575)</u>
Street Lights:			
Utilities	1,600	823	(777)
Repair and maintenance	<u>200</u>	<u>-</u>	<u>(200)</u>
	<u>1,800</u>	<u>823</u>	<u>(977)</u>
Insurance and Bonds	<u>4,000</u>	<u>4,557</u>	<u>557</u>
Planning Commission:			
Wages	8,000	6,715	(1,285)
Printing and advertising	1,000	1,218	218
Professional services	7,000	9,714	2,714
Educational meetings	1,200	600	(600)
Other	<u>300</u>	<u>104</u>	<u>(196)</u>
	<u>17,500</u>	<u>18,351</u>	<u>851</u>
Contingency	<u>14,588</u>	<u>-</u>	<u>(14,588)</u>
Total general government	<u>217,238</u>	<u>180,932</u>	<u>(36,306)</u>
Public safety:			
Ambulance	13,000	8,117	(4,883)
Fire protection	80,000	73,726	(6,274)
Repair and maintenance	5,000	-	(5,000)
Capital outlay	<u>5,500</u>	<u>-</u>	<u>(5,500)</u>
Total public safety	<u>103,500</u>	<u>81,843</u>	<u>(21,657)</u>
Highways and Streets:			
Maintenance and improvements	<u>300,000</u>	<u>21,145</u>	<u>(278,855)</u>
Total expenditures	<u>\$620,738</u>	<u>\$283,920</u>	<u>\$ (336,818)</u>

EVELINE TOWNSHIP  
GENERAL FIXED ASSETS ACCOUNT GROUP  
SCHEDULE OF GENERAL FIXED ASSETS  
for the year ended June 30, 2003

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	BALANCE <u>7/1/02</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	BALANCE <u>6/30/03</u>
General Fixed Assets:				
Land and improvements	\$ 500	\$ -	\$ -	\$ 500
Buildings	50,409	-	-	50,409
Machinery and equipment	<u>71,175</u>	<u>250</u>	<u>-</u>	<u>71,425</u>
Total	<u>\$122,084</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$122,334</u>
Investment in General Fixed Assets, General Fund Revenues	<u>\$122,084</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$122,334</u>